

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **UTILITIES SUPERINTENDENT**

DEPARTMENT: **UTILITIES**

BASIC FUNCTION:

Under general direction, to plan, organize, review, oversee and manage programs and evaluate designated operational areas, divisions and programs as it relates to the water operations and/or wastewater divisions, infrastructure and the related storm water program activities; to provide professional and technical assistance to outside agencies, upper management, other departments, division supervisors, staff and consultants; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a management class responsible for the full range of duties assigned and manages all operational divisions of the water operations and waste water infrastructure in the utilities department including; Assignments in the Water Operations Division include: Water Operations, SCADA, Construction and Maintenance, Meter Services and Conservation, Cross Connection Control, and Warehouse. Assignments in the Wastewater Division include: Sanitation system Operations, Wastewater Collections, Storm Drain Maintenance, and Planning and Scheduling

KEY RESPONSIBILITIES:

Plan, direct and administer assigned functional and operational management and ensure effective and efficient operations of assigned division.

Meet with various agency regulators and inspectors to perform various compliance inspections.

Maintain full regulatory compliance in all areas.

Maintain appropriate records; prepare regulatory reports and correspondence; provide technical and professional support to operations and City staff.

Manage and coordinate related environmental resource management programs.

Prepare agenda bills and other professional/technical communications, reports and documentation.

Review reports and evaluate programs, develop and implement goals and objectives.

Respond to requests from citizens, staff, other departments, consultants, vendors, contractors, engineers, regulators, agencies, entities, commissions, organizations, etc. on a variety of projects, issues, complaints and inquiries.

Attend various meetings to receive, update or provide information.

Select, manage and evaluate subordinates and provide direction, guidance and training. Ensure ongoing development of subordinates in the area of compliance, technical competency, safety and supervisory training.

Inspect time reports for proper allocation of time and approve.

Ensure proper operation/maintenance and inspection of assigned systems and that work is prepared to standard.

Ensure materials, equipment and supplies are purchased in accordance with City and department standards. What happened to the previously revised paragraphs?

May direct, lead or provide input into preparation of plans and specifications for contracts, agreements, purchase of equipment, and requests for proposals for various projects and studies.

Participate in annual budget preparation, capital improvement projects and administration for the Water/Wastewater Section of the Utilities Department.

Review both CIP as well as private development improvement plans. Submit suggested changes.

Collaborate within the Utilities Engineering with development and execution of CIP contracts.

Review and approve all operational expenditures and manage assigned operations budget.

Review and oversee contracts, agreements, etc. for goods and services to ensure compliance; authorize equipment purchases.

Direct maintenance, repair and replacement of systems and equipment.

Assignments in Water Operations

Direct, oversee and review divisions and programs in assigned functional areas engaged in the construction, operation, maintenance and repair of potable and recycled water systems, SCADA, water quality assurance, meter services, conservation, cross connection control and warehouse and administrative support services.

Serve in the capacity of assigned Manager as directed.

Assignments in Waste Water Operations

Direct, oversee and review divisions and programs in assigned functional areas engaged in the sanitation system operations, waste water collections, storm drain maintenance, planning and scheduling, and administrative support services.

Responsible for implementing the City's NPDES Municipal Storm Water Permit requirements related to waste water operations including but not limited to training of designated department staff, BMP implementation, related SWPPP and spill response procedures, investigating complaints related to illegal discharges, reporting, and related activities.

Serve in the capacity of Legally Responsible Official for the City of Carlsbad's waste water system.

Submit CIWQS online reports of SSO's to State Water Board website.

QUALIFICATIONS:

Knowledge of:

All applicable federal, state and local codes and regulations related to assigned division and safe work practices and methods.

Materials, methods, practices, procedures, equipment, standards, safety and technical requirements pertaining to assigned division.

Operations, principles, practices and methods pertaining to assigned division and administrative services.

Record keeping and reporting requirements and procedures.

Contractual agreements and application.

Budget development, management and control.

Principals and applications of public relations and customer service skills.

Computer applications relevant to duties.

Principles and practices of management including report writing techniques.

Principles and techniques of preventive maintenance.

Principles and techniques of performance measurement.

Principles of labor relations, supervision, training and performance evaluations.

Assignments in Water Operations

Water wholesaler operations, interaction and relationship.

Hydraulics and mathematics as related to water distribution and treatment in a utility system.

Ability to:

Manage a comprehensive program for the Water or Waste Water Divisions of the Utilities Department.

Work with regulatory agencies and representatives on a wide variety of requirements and issues.

Coordinate programs effectively with public and private agencies.

Apply pertinent Federal, State and City codes, laws and regulations.

Effectively communicate with people from a wide variety of socio-economic backgrounds, both orally and in writing.

Forecast labor and other pertinent cost factors.

Determine training and development programs and classes of subordinates.

Plan, assign, supervise and evaluate work of subordinates and provide required training and guidance.

Determine cost-effective ways for efficient and effective operation of functional responsibilities.

Manage the performance of functional areas.

Read and interpret Utility maps, plans, diagrams, and blueprints and specifications.

Maintain records and prepare technical and complex reports.

Answer questions and concerns from staff, public, media, etc.

Prepare and disseminate information and outreach materials.

Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors.

Use computer applications to assist in performing duties.

Withstand hours of sitting, standing, walking and climbing.

EXPERIENCE AND EDUCATION:

Any combination of equivalent experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Assignments in Water Operations

Five years of increasingly responsible experience in core and functional areas including four years of supervisory experience as a water operations supervisor in a D5 and T2 system.

Assignments in Waste Water Operations

Five years of increasingly responsible experience in core and functional areas including four years of supervisory experience in waste water operations.

Education:

Equivalent to the completion of the twelfth grade and supplemented by college level coursework and specialized training in water or waste water technology, civil engineering, supervision, management, public and/or business administration and construction related subjects.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License (Class C) or the ability to be transported throughout the City.

Willingness and demonstrated ability to respond to emergency calls during off hours as required.

Assignments in Water Operations:

Must possess a California Department of Public Health Water Distribution Operator Certificate, Grade D5

Must possess a California Department of Public Health Water Treatment Operator Certificate, Grade T2

Certification by the American Water Works Association or American Backflow Prevention Association as a Backflow Prevention Assembly Tester and Cross Connection Control Program Specialist is highly preferred.

Assignments in Wastewater Operations:

CWEA Collections System Grade 4 Certification and/or

CWEA Mechanical Technologist Grade 4

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

While performing the duties of this class an employee is regularly required to sit; talk or hear, in person and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. The employee is frequently required to walk and stand to inspect work sites.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical

information and document; analyze and solve problems; use math and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, vendors, contractors, regulators, agencies, committees, organizations, entities and the public encountered in the course of the work.

The employee periodically works in the field, exposed to the outdoors and all weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside City limits during normal work hours and periodically on evenings and on weekends and at any time during emergency call outs.

DATE APPROVED: July 1, 2012

This is an at-will management classification.